Course Approval Form

BOSTON COLLEGE
Office of Student Services

Instructions

If You Plan to Take Courses Outside Boston College*

1. Present catalog course description for each course with this form to your Dean's Office.
2. To transfer a course, the grade you receive must be a C- or better.
3. Upon completion of course(s), please request an official transcript to be sent to: Office of Student Services, Lyons Hall, Boston College, Chestnut Hill, MA 02467.

If You Plan to Take Courses at Boston College*

1. All courses and grades will be posted to your academic record.
2. A&S and LSOE students must receive a grade of C- or better to receive academic credit.

**ALL STUDENTS:* Check with your Dean's Office as to maximum number of courses which may be taken and be certain that courses have been approved before registering for them.

Reasons for Request:

For Credit

Course will count toward the 38 required for graduation and grades will be calculated into G.P.A. Ordinarily, courses will receive credit only when they are making up course deficiences previously incurred through failure, withdrawal, underload, transfer, or approved acceleration.

For Enrichment

Course will **not** be credited towards 38 required for graduation, but may be used to satisfy Core or major requirements. Grades will **not** be calculated in G.P.A., but will be posted on official transcript with indication that the course was taken for enrichment.

Section 1: Student Information

Eagle ID Number: ☐☐☐☐ ☐☐☐☐ Name: _____

Address: _____ School: _____ Year of Graduation: _____ Major: _____

_____ Telephone Number: _____

Section 2: Course Information

Name and address of institution where course(s) will be taken:

_____

_____

Semester when courses will be taken:

☐ Summer _____

☐ Fall Semester _____

☐ Spring Semester _____

Departmental approval required only if course is fulfilling Core or major requirement. Please list the courses you are requesting below.

1. Department _____ Course Number _____ Credits _____

Course Title _____

Core or Major Requirement Fulfilled _____ Department Approval _____

Reason for Request: see definitions above (Check One): ☐ For Credit ☐ For Enrichment

2. Department _____ Course Number _____ Credits _____

Course Title _____

Core or Major Requirement Fulfilled _____ Department Approval _____

Reason for Request: see definitions above (Check One): ☐ For Credit ☐ For Enrichment

3. Department _____ Course Number _____ Credits _____

Course Title _____

Core or Major Requirement Fulfilled _____ Department Approval _____

Reason for Request: see definitions above (Check One): ☐ For Credit ☐ For Enrichment

Section 3: Authorization

Dean's Signature: _____ Date: _____

White copy: Student Services Yellow copy: Student's Dean Pink copy: Student